



ICPS Factory User Manual

Thank you for using the ICPS online database system of ICTI CARE Process. Prior to entering the ICPS system, applicant factories are suggested to read through this user manual to get familiarized with the basic functions and procedures of using the system. For any inquiries that are not mentioned in this user manual, please do not hesitate to contact us at tel. no.: +852-21112462; email: asia@icti-care.org

****Kind reminder:** For the time being, this system only provides the functions of New Factory Application and Annual Renewal Application; Inquiry on Status of Factory Application, Initial Certification Audit and Initial Annual Audit, and Management on Factory User Account. Advanced functions, including but not limited to reviewing further procedures of an audit and audit report downloads, are still under development. We are sorry for any inconvenience caused during this period.

Thank you for your collaboration!

Factory User Manual: Version 01, 2015-05-18



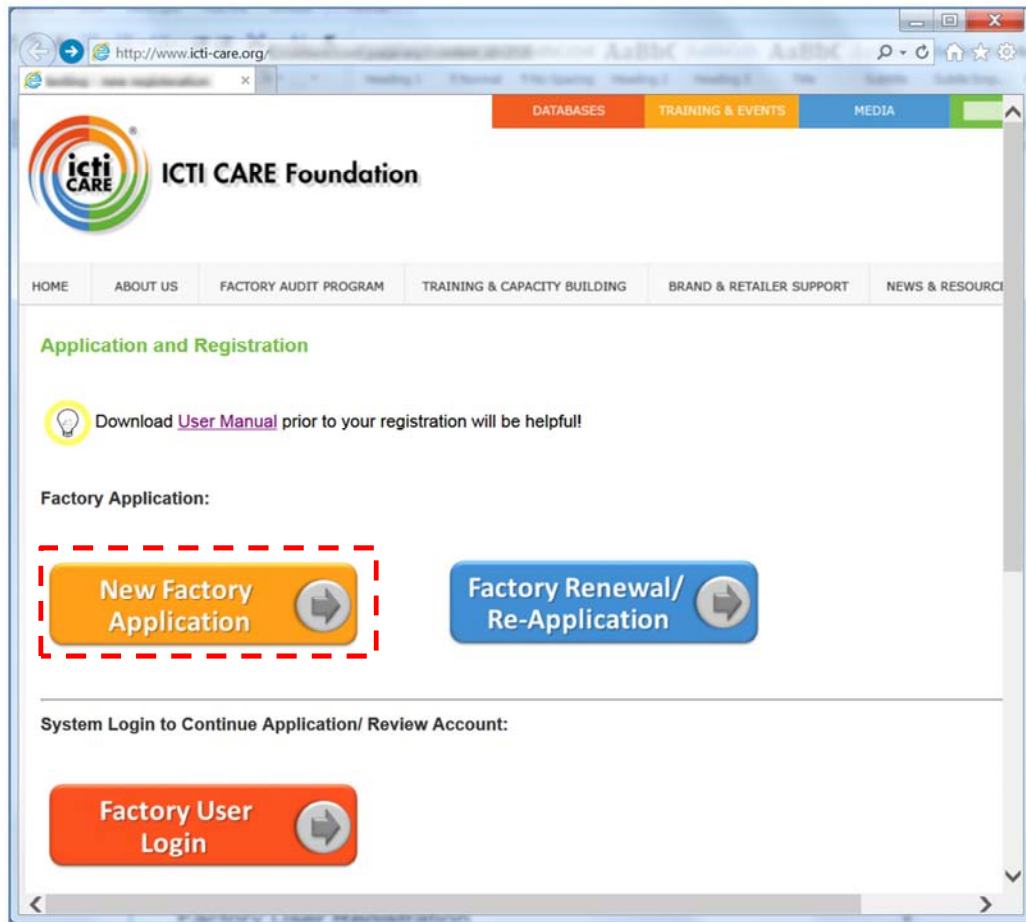
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I. New Factory Application

1. New User Registration

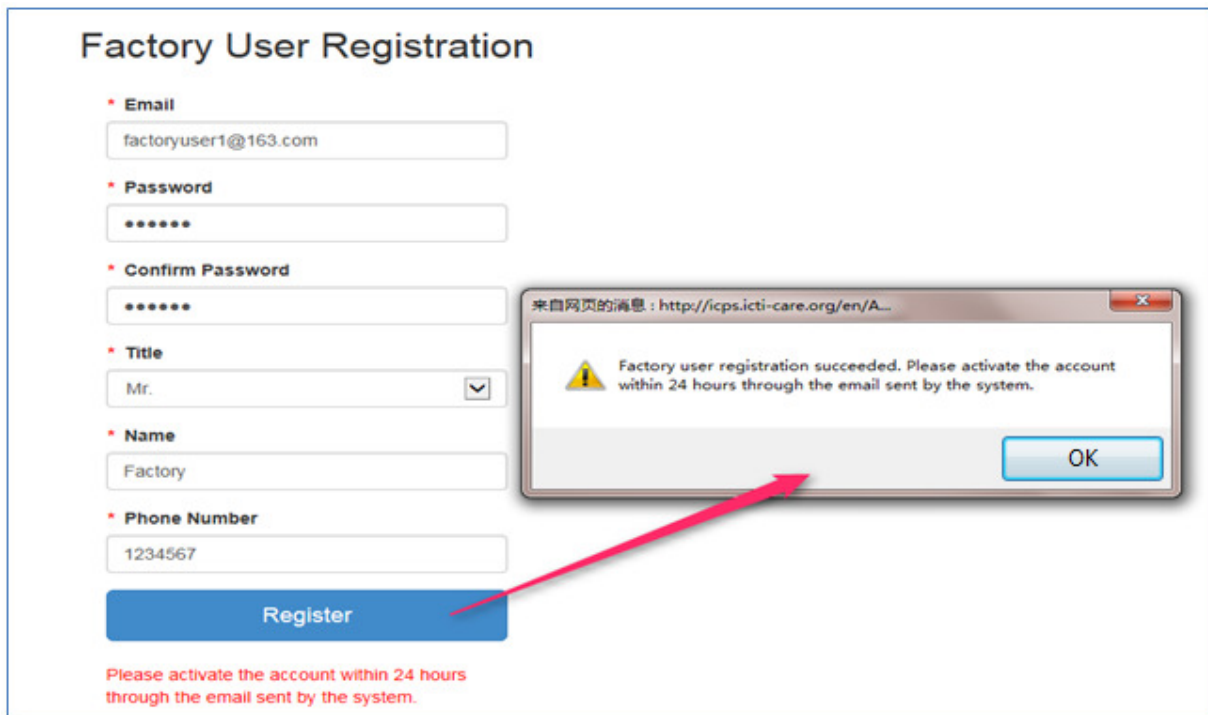
Go to ICP Website http://www.icti-care.org/e/content/cat_page.asp?cat_id=165, click “**New Factory Application**”.



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You will enter into the page of Factory User Registration, see figure 1. Factory must fill in the boxes marked with “*”. Press the “Register” button at the bottom after inputting all the required data. A reminder will pop up, click on the “OK” button and the new factory user registration will be completed.

figure1: User Account Creation



The screenshot shows the 'Factory User Registration' form with the following fields and values:

- * Email: factoryuser1@163.com
- * Password: *****
- * Confirm Password: *****
- * Title: Mr. (dropdown menu)
- * Name: Factory
- * Phone Number: 1234567

A blue 'Register' button is at the bottom. A red arrow points from the 'Register' button to a pop-up dialog box. The dialog box has a title bar with the text '来自网页的消息: http://icps.icti-care.org/en/A...' and contains a yellow warning icon and the message: 'Factory user registration succeeded. Please activate the account within 24 hours through the email sent by the system.' There is an 'OK' button in the dialog box.

Below the form, there is a red text message: 'Please activate the account within 24 hours through the email sent by the system.'

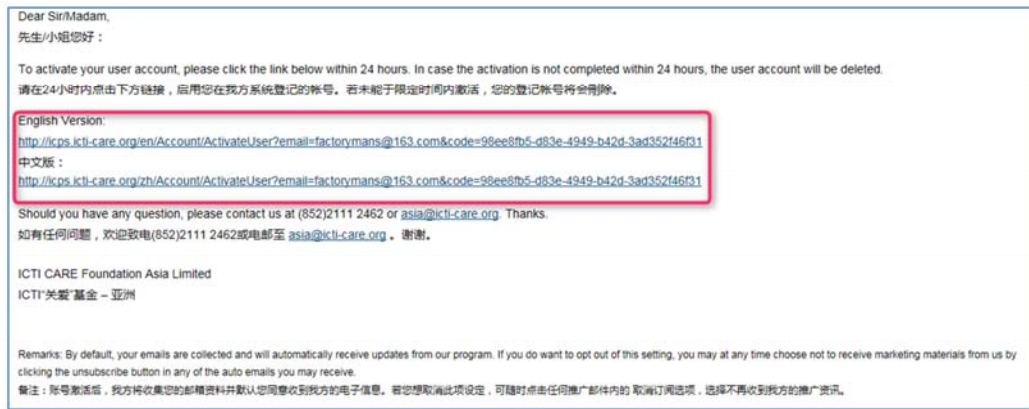


- Upon user account registration, user will receive a verification link in the registered email. User must, within 24 hours, confirm the verification so to activate the account. Otherwise, the user account will be automatically deleted and user will have to register again.
- User must register with a valid email address, which will be set as the account user name by default setting. Do NOT register with any email address that you are unable to access; otherwise, you may be missing important messages such as account activation, password reset, system notifications, etc.
- User must register with a corporate email address. If personal address is used, factory should delete the user that no longer works at the company/factory so to protect your factory from information leakage.

2. New User Activation

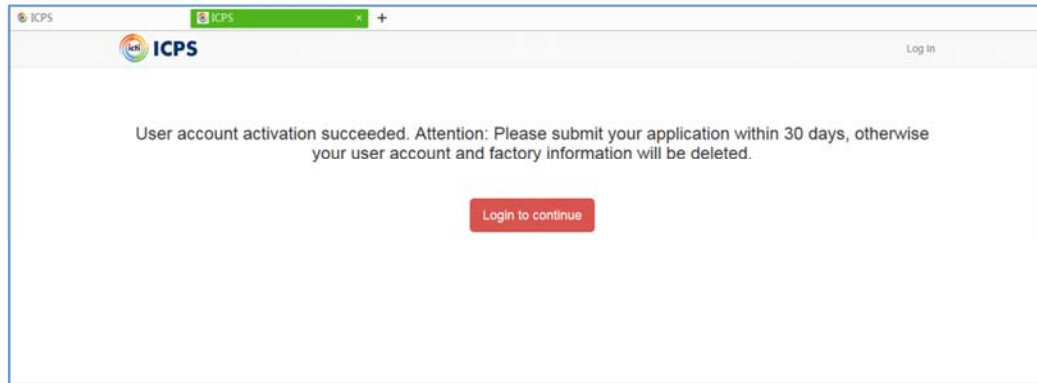
User will receive an email sent by the system after user account is created. See figure 2.

Figure 2: Email of user activation



Enter the account activation page by clicking the link in either language. See figure 3.

Figure 3: User activation page



By clicking the “Login to continue” button, the system will return to the login page. User account can only be activated once.



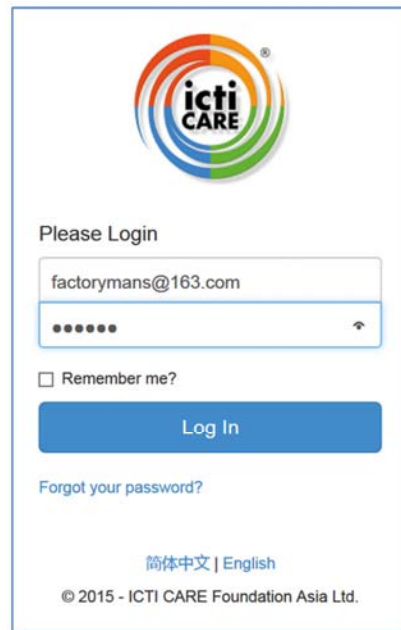
- New user has to create and submit at least one application within 30 days upon user account is registered, or the existing user account will be removed from the system automatically.

3. New User Login

User will be directed to the login page (see figure 4) by clicking “Login to continue” in figure 3. Input your user name and password, and then click “Log In” to enter the system.

To login the system as regular user, please refer to “Standard Login” in Section 3 of Part III.

Figure 4: Login page

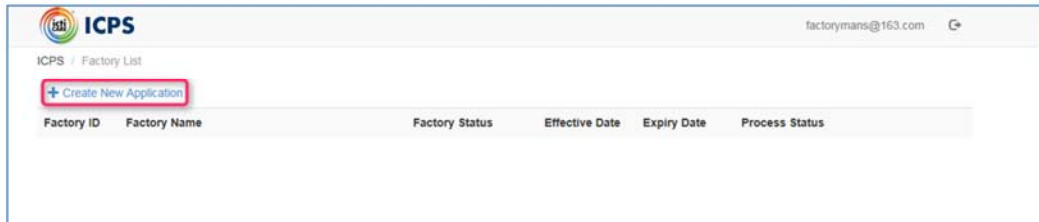


The login page features the icti CARE logo at the top. Below it, the text "Please Login" is displayed. There are two input fields: the first contains the email address "factorymans@163.com", and the second is a password field with masked characters and a toggle icon. A checkbox labeled "Remember me?" is positioned below the password field. A blue "Log In" button is centered below the inputs. A link "Forgot your password?" is located below the button. At the bottom, there are links for "简体中文 | English" and a copyright notice "© 2015 - ICTI CARE Foundation Asia Ltd."

4. Submit New Factory Application

New user will enter the ICPS system after logging in successfully. Click “Create New Application”. See figure 5.

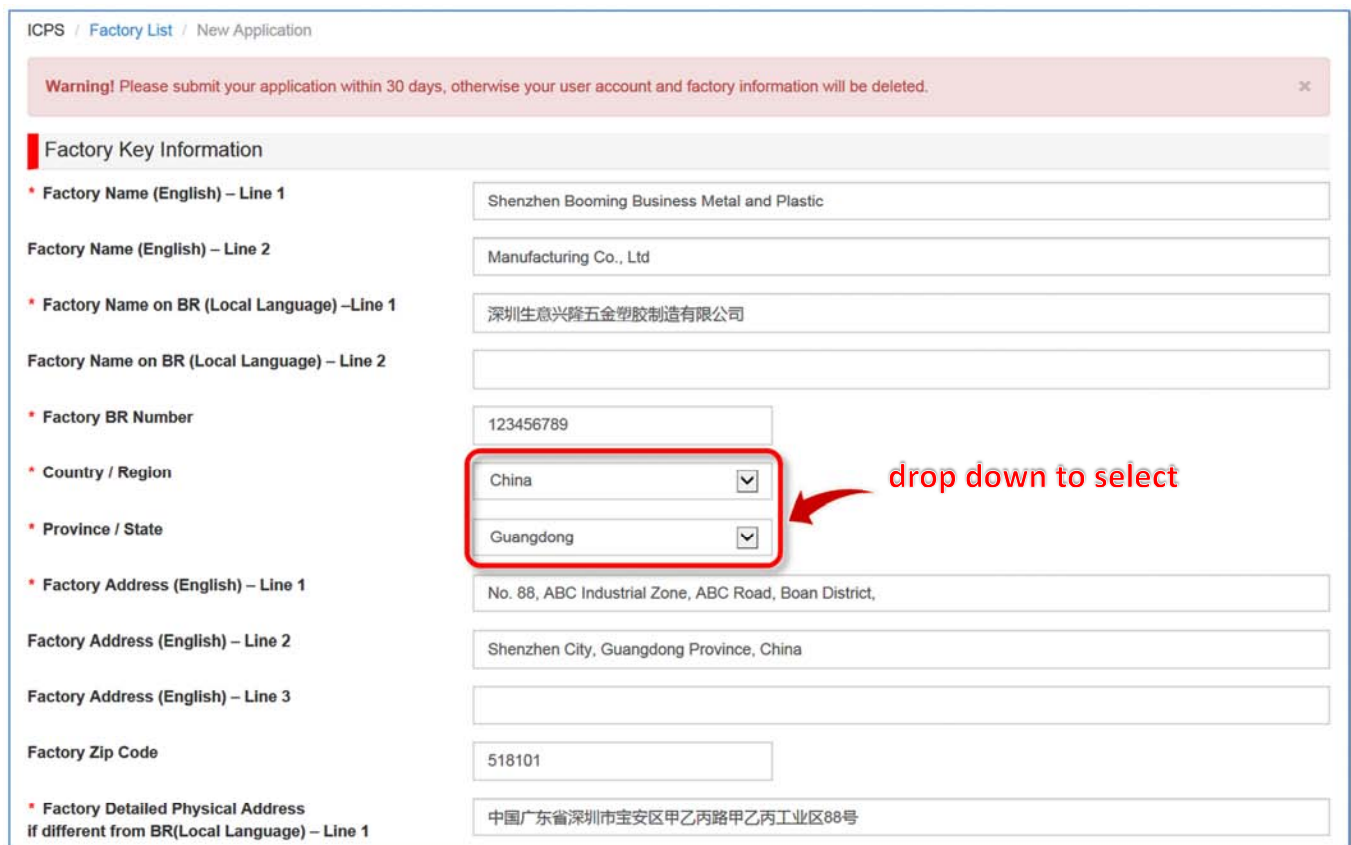
Figure 5: Page of new application creation



The screenshot shows the ICPS Factory List page. At the top left is the ICPS logo. To its right is the user email 'factorymans@163.com'. Below the logo is the breadcrumb 'ICPS / Factory List'. A red box highlights a button labeled '+ Create New Application'. Below this button is a table with columns: Factory ID, Factory Name, Factory Status, Effective Date, Expiry Date, and Process Status.

User will then enter the Factory Information page. See figure 6.

Figure 6: Factory information page



The screenshot shows the ICPS Factory Information page. At the top is the breadcrumb 'ICPS / Factory List / New Application'. Below it is a red warning bar: 'Warning! Please submit your application within 30 days, otherwise your user account and factory information will be deleted.' Below the warning bar is the section 'Factory Key Information'. It contains several input fields:

- Factory Name (English) – Line 1: Shenzhen Booming Business Metal and Plastic
- Factory Name (English) – Line 2: Manufacturing Co., Ltd
- Factory Name on BR (Local Language) – Line 1: 深圳生意兴隆五金塑胶制造有限公司
- Factory Name on BR (Local Language) – Line 2: (empty)
- Factory BR Number: 123456789
- Country / Region: A dropdown menu with 'China' selected. A red box highlights this dropdown, and a red arrow points to it with the text 'drop down to select'.
- Province / State: A dropdown menu with 'Guangdong' selected.
- Factory Address (English) – Line 1: No. 88, ABC Industrial Zone, ABC Road, Boan District,
- Factory Address (English) – Line 2: Shenzhen City, Guangdong Province, China
- Factory Address (English) – Line 3: (empty)
- Factory Zip Code: 518101
- Factory Detailed Physical Address if different from BR(Local Language) – Line 1: 中国广东省深圳市宝安区甲乙丙路甲乙丙工业区88号



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Factory Detailed Physical Address if different from BR(Local Language) – Line 2	<input type="text"/>
Factory Detailed Physical Address if different from BR(Local Language) – Line 3	<input type="text"/>
* Factory Address on BR (Local Language) – Line 1	<input type="text" value="深圳市宝安区甲乙丙村"/>
Factory Address on BR (Local Language) – Line 2	<input type="text"/>
Factory Address on BR (Local Language) – Line 3	<input type="text"/>
* Phone Number	<input type="text" value="(86)755-1234 5678"/>
Factory Fax Number	<input type="text" value="(86)755-8765 4321"/>
* Industries	<div><div>Apparel</div><div>Baby Product</div><div>Electronics</div><div>Other</div><div>Printing/Packaging</div><div>Stationery</div><div>Toys/Premiums</div></div> <div>Using the CTRL key to multi-select]</div>
* Products	<div><div>Action Figures</div><div>Arts & Craft Toys</div><div>Board Games</div><div>Chemistry Sets</div><div>Collections/Keepsakes</div><div>Construction Toys</div><div>Costumes and Role Play</div><div>Dolls</div><div>Education Toys</div></div> <div>Using the CTRL key to multi-select]</div>

Parent / Holding Company Name		<input type="text"/>		
Factory Employees				
	Number (Application)	Number (Peak Season)	Number (Low Season)	
* Total Employees	<input type="text" value="1550"/>	<input type="text" value="2100"/>	<input type="text" value="1200"/>	
* Manufacturing workers	<input type="text" value="1450"/>	<input type="text" value="1980"/>	<input type="text" value="1130"/>	
* Warehouse / Distribution	<input type="text" value="30"/>	<input type="text" value="35"/>	<input type="text" value="20"/>	
* Quality Assurance/Control	<input type="text" value="25"/>	<input type="text" value="30"/>	<input type="text" value="15"/>	
* Engineering/Maintenance	<input type="text" value="15"/>	<input type="text" value="20"/>	<input type="text" value="10"/>	
* Administrative / Others	<input type="text" value="30"/>	<input type="text" value="35"/>	<input type="text" value="25"/>	
Total Employees = summation of people in different departments				
Dialect 1 Dialect 2 Dialect 3 Dialect 4 Other Dialects				
Dialect Spoken by Employees	<input type="text" value="Mandarin"/>	<input type="text" value="Cantoness"/>	<input type="text" value="Shantou"/>	<input type="text" value="Fujian"/>
Percentage of Employees (%)	<input type="text" value="85"/>	<input type="text" value="10"/>	<input type="text" value="3"/>	<input type="text" value="2"/>
The total percentage should be 100.				

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Factory Manufacturing Process and Capacity List		
	Yes	* Units of Machinery / Facilities
Blow Molding	<input type="checkbox"/>	
Rotational Molding	<input checked="" type="checkbox"/>	4 Units
Injection Molding	<input checked="" type="checkbox"/>	88 Units
Die Cast	<input type="checkbox"/>	
Spraying Painting	<input checked="" type="checkbox"/>	20 Lines x 20 Booths
Tempo Printing	<input checked="" type="checkbox"/>	25 Units
Silk Screen Printing	<input checked="" type="checkbox"/>	4 Units
Vacuum Plating	<input type="checkbox"/>	
Sewing	<input checked="" type="checkbox"/>	150 Units
Hair Rooting	<input type="checkbox"/>	
Metal Work	<input type="checkbox"/>	
Metal Plating	<input type="checkbox"/>	

Select and then enter the number of machines / facilities

Wood Processing	<input type="checkbox"/>	
SMT	<input checked="" type="checkbox"/>	4 Units
IC Bonding	<input checked="" type="checkbox"/>	6 Units
Electronics Assembly	<input checked="" type="checkbox"/>	4 Lines
General Assembly	<input checked="" type="checkbox"/>	6 Workshops
Packing	<input checked="" type="checkbox"/>	6 Workshops
Flat Belt Conveyor	<input checked="" type="checkbox"/>	24 Lines
Paper Printing	<input type="checkbox"/>	
Others Manufacturing Process (Please specify manufacturing process, and units of machinery / facilities)	<input checked="" type="checkbox"/>	Blister, 20 Units; Ultra-Sonic, 18 Units;



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Factory Premises

Premises in Main Factory

	* Total	* Production	Warehouse	Dormitory	Others
Number of Buildings	8	5	1	1	1
Occupied Area(M ²)	45000	30000	5000	5000	5000

Please specify Multiple Factories within the boundary of Main Factory (If applicable)

There is a garage, which is named xxx and holds its independent Business License, is located in the same compound of factory.

In addition to Main Factory, outside Manufacturing Premises to be covered in audit (If applicable)

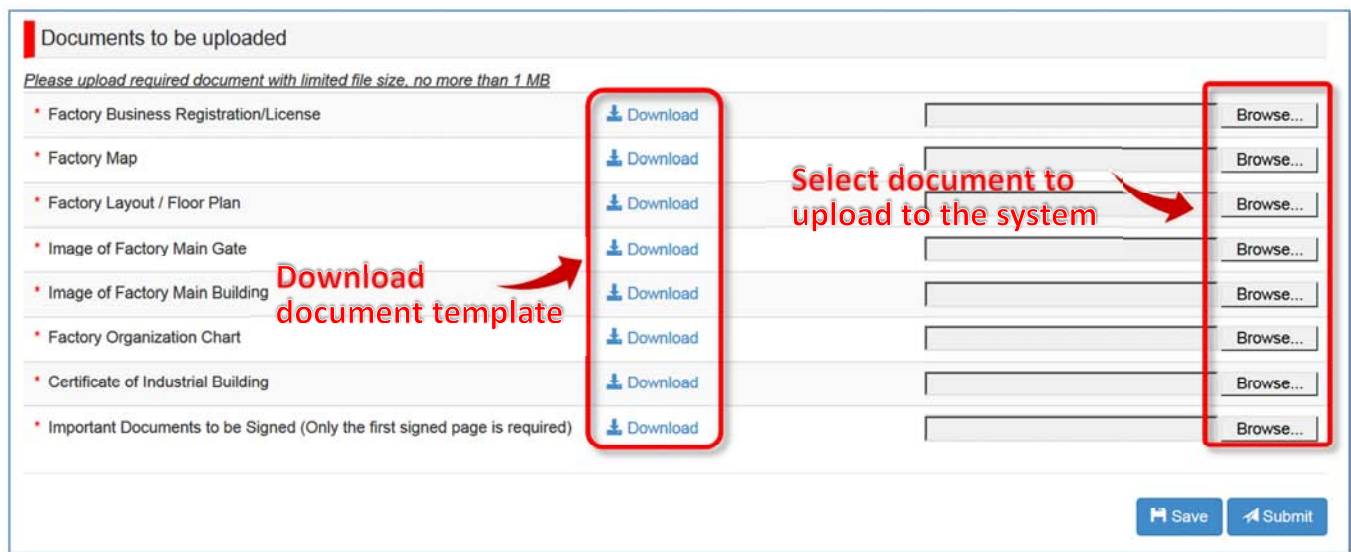
Site Name & Actual Detailed Address (Local Language)

Site 1	1号外租仓库, 宝安区甲乙丙路甲乙丙工业区66号
Site 2	2号外租仓库, 宝安区甲乙丙路甲乙丙工业区77号
Site 3	3号外租包装车间, 宝安区甲乙丙路甲乙丙工业区99号
Site 4	外租职员宿舍, 宝安区甲乙丙路甲乙丙路168号

Site 5

Factory Operation Information

* Buyers / Customers	Mxxxx, Hxxxx, Dxxxx, Wxxxx, Txxxx
Subcontracted Process (If applicable)	
* Date of Factory Establishment Business Registration / License	2008-08-08
* Peak Production Months	May~Nov
* Factory Working Days System (5/6 days)	Workshop: 6 days(6.67 hours x 6 days); Office: 5 days(8hours x 5 days)
* Normal Work Hours and Shift Arrangement	Normal Shift, 07:30~11:30, 13:00~17:00, 18:00~21:00 Day Shift, 08:00~12:00, 12:30~16:30, 17:00~20:00 Night Shift, 20:00~00:00, 00:30~04:30, 05:30~08:00
* Department(s) Running 2 Shifts	Rotational Molding, Injection Molding, SMT
* Department(s) Running 3 Shifts	N/A



Documents to be uploaded

Please upload required document with limited file size, no more than 1 MB

- * Factory Business Registration/License
- * Factory Map
- * Factory Layout / Floor Plan
- * Image of Factory Main Gate
- * Image of Factory Main Building
- * Factory Organization Chart
- * Certificate of Industrial Building
- * Important Documents to be Signed (Only the first signed page is required)

Download document template

Select document to upload to the system

Save Submit

Data can be saved anytime during the input process. User simply needs to click on the “Save” button at the bottom right corner on this page. In fact, the system will also save the data input automatically every 10 minutes once applicant has filled in the factory name in the system.

Click the “Submit” button at the bottom right corner to send the factory application to ICP to verify if all the required data have been filled in correctly.



- Boxes marked with “*” must be filled in with proper information and cannot be blank. Some information can be entered in local language if specified while others must be filled in in English.
- Factory is advised to prepare the necessary documents in advance. For details, please refer to part IV “Template of Documents Required”.
- The maximum volume of the uploaded document shall not exceed 1MB. Only one single file will be accepted in each upload field. If more than one document needs to be uploaded, please consolidate the documents into one PDF file or compress them into one Zip/RAR file.

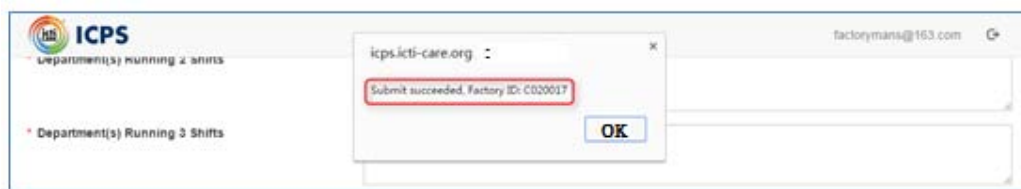
If the submission of application is not successful, an error message will emerge and indicate which content is not completed, see figure 7. User can amend the data in accordance with the error message and submit the application again.

Figure 7: Error message alert



If the submission is successful, the system will show “Submit succeeded, Factory ID: CXXXXXX”, see figure 8.

Figure 8: Prompt on Successful Submission





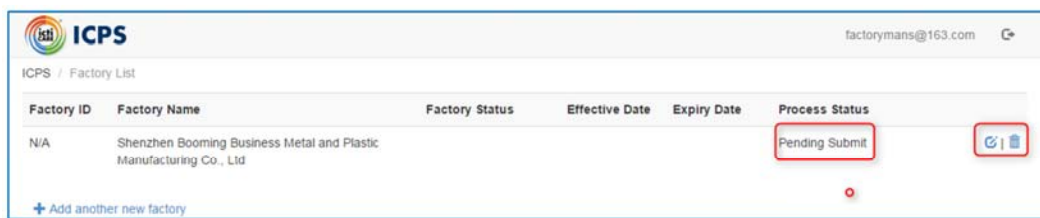
For unsuccessful submission, the Process Status of the applicant factory will show “Pending Submit”, see figure 9. User can click   buttons to carry on editing or abort the application with the factory information removed from the system.

Figure 9: Process Status will show “Pending Submit”

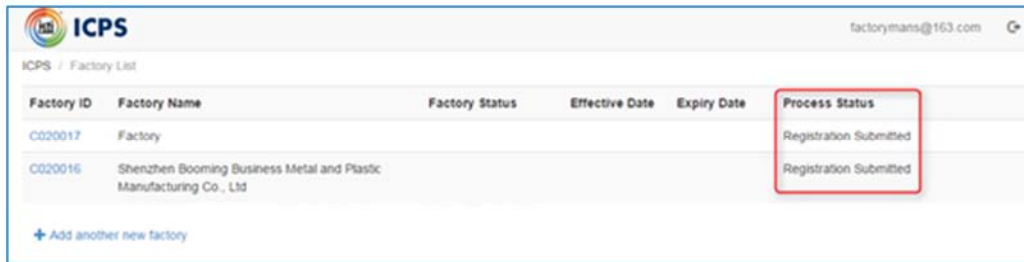


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For successful submission, the Process Status of the applicant factory will show “Registration Submitted”, see figure 10. ICP will then verify the application submitted; factory user cannot amend any information during this period.

Figure 10: Process Status will show “Registration Submitted”



The screenshot shows the ICPS Factory List interface. At the top, there is a header with the ICPS logo and the email address factorymans@163.com. Below the header, there is a breadcrumb trail: ICPS / Factory List. The main content is a table with the following columns: Factory ID, Factory Name, Factory Status, Effective Date, Expiry Date, and Process Status. Two rows of data are visible, both with a 'Registration Submitted' status, which is highlighted by a red box. At the bottom of the table, there is a link to '+ Add another new factory'.

Factory ID	Factory Name	Factory Status	Effective Date	Expiry Date	Process Status
C020017	Factory				Registration Submitted
C020016	Shenzhen Booming Business Metal and Plastic Manufacturing Co., Ltd				Registration Submitted

+ Add another new factory

5. Application Verification


If factory application is found incomplete or incorrect after ICP verifies the information, the system will send email to inform factory which content needs to be amended, see figure 11. The Process Status at this stage shall be “Registration Returned for Editing”, see figure 12. User can click the  edit button to amend the factory information in accordance with the advice given in the email and submit again the application.

Figure 11: Email informing factory of the incomplete or incorrect application information (Eng & Chi)

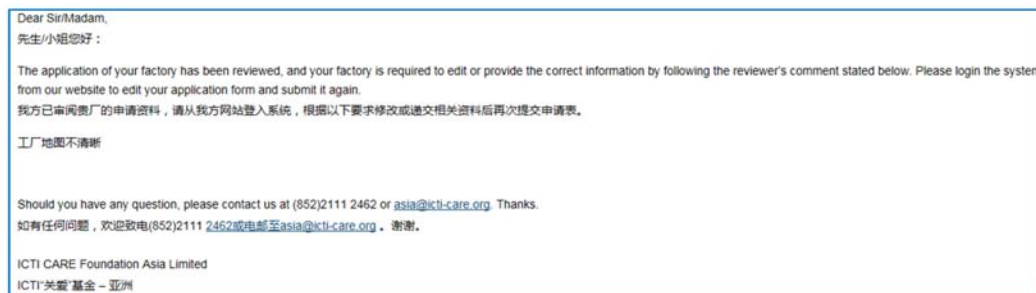
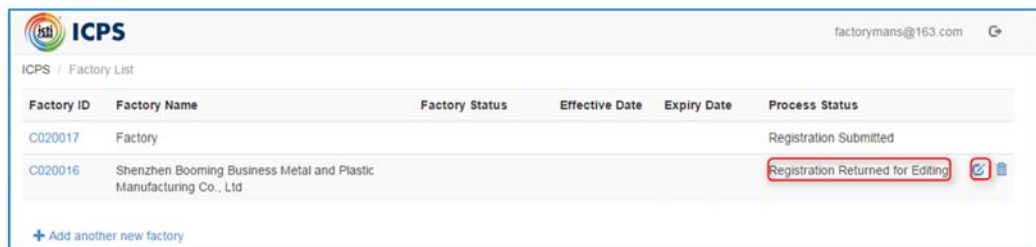


Figure 12: Process Status will show “Registration Returned for Editing”



If the application is declined by ICP after the information is verified, the system will send an email to inform factory about the reason of rejection, see figure 13. The Process Status at this stage shall be “Registration Declined”, see figure 14. “Registration Declined” marks the end of the factory application process; the user can no longer amend the factory information and submit application again.

Figure 13: Email of Application Declined (Eng & Chi)



Figure 14 : Process Status will show "Registration Declined"

ICPS / Factory List					
Factory ID	Factory Name	Factory Status	Effective Date	Expiry Date	Process Status
C020017	Factory				Registration Declined
C020016	Shenzhen Booming Business Metal and Plastic Manufacturing Co., Ltd				Registration Submitted

After ICP verifies and approves the factory application, the system will send an email to inform the applicant factory, with the payment advice enclosed, see figure 15. The process status of the factory at this stage shall be "Registration Doc. Verified", see figure 16.

Figure 15 : Email informing factory about application approval & payment advice is enclosed (Eng & Chi)

Dear Sir/Madam,
先生/小姐您好:

The document review of your factory's new application for the ICTI CARE Process has been approved. Prior to the next step for your application, please settle the registration fee according to the details and instruction provided in the payment advice enclosed. 我方已审阅并批准贵厂的申请文件, 请查收下方的付款通知单, 根据要求支付注册费, 进行注册程序。

When the payment is settled, please email the bank slip to accounts@icti-care.org.
付款后, 请将水单电邮至 accounts@icti-care.org。

Should you have any question, please contact us at (852)2111 2462 or asia@icti-care.org. Thanks.
如有任何问题, 欢迎致电(852)2111 2462或电邮至 asia@icti-care.org。谢谢。

ICTI CARE Foundation Asia Limited
ICTI关爱基金-亚洲

If the payment advice below cannot be displayed properly, please login the system from our website to download it at the "Payment" page.
若以下付款通知单部分内容未能显示, 贵厂可从我方网站登入系统, 在"款项"页面下载完整的付款通知单。

ICTI CARE Foundation Asia Limited
WWW.ICTI-CARE.ORG

Payment Advice
付款通知单

Date 日期	2015-05-12		
Factory ID. 工厂编号	C020013	Factory Name 工厂名称	factory

Description 明细	Amount 金额
New Factory Registration Fee 首次申请注册费	US\$1,500.00
Total Amount 总金额: US\$1,500.00 or 或 HK\$11,700.00	

Payable to / 收款人: "ICTI CARE FOUNDATION ASIA LTD."
Bank Account Information 银行账户资料如下:
US Dollar & HK Dollar Account 美金及港币账户

- Account Name 账户名称: ICTI CARE Foundation Asia Ltd
- Account No. 账户号码: 168-522-092-838(Saving) (储蓄)
- Bank Name 银行名称: The Hong Kong and Shanghai Banking Corporation Limited (HSBC)
- Bank Address 银行地址: No.1 Queen's Road, Central, Hong Kong
- Swift Code 代码: HSBCHKHHHKH

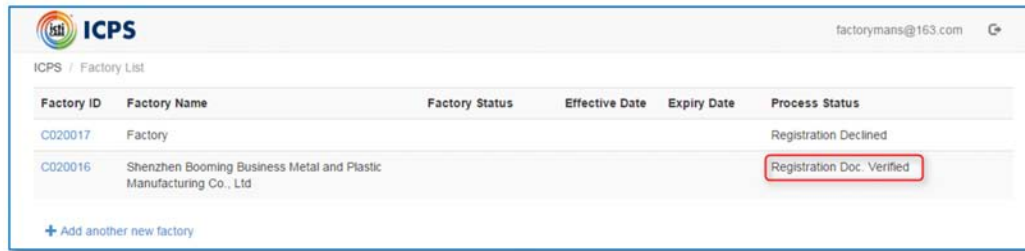
Hong Kong checks with equivalent amount shall also be accepted. Any settled payment should be emailed to accounts@icti-care.org with the bank slip enclosed.
本程序只接受香港银行发出的等值划线支票。无论以任何形式付款, 请将付款水单电邮至 accounts@icti-care.org。

IMPORTANT 电汇付款应注意事项:
Telegraphic Transfer may initiate handling charge of wire transfers by intermediary banks and/or banks of remitter/beneficiary. ICFAI shall not bear any of such handling charge. The payment settled to ICFAI should be in NET amount of the required fees. (If more details are needed, please enquire with your bank.)
ICFAI收费标准中的金额并不包括任何一方银行或中转银行于电汇缴款过程中所收取之行政费用。请工厂确保到账金额与收费标准金额一致。(如有需要, 请工厂直接向相关银行查询。)

The bank of ICFAI as beneficiary is subject to charge US\$8.4 (or HK\$65).
我方银行收取美金\$8.4或港币\$65电汇行政费。

Room 518, Star House, 3 Salisbury Road, Tsimshatsui, Kowloon, Hong Kong.
Tel: (852) 2111-2462 Fax: (852) 2111-2126 Email: asia@icti-care.org

Figure 16: Process Status will show “Registration Doc. Verified”



Factory ID	Factory Name	Factory Status	Effective Date	Expiry Date	Process Status
C020017	Factory				Registration Declined
C020016	Shenzhen Booming Business Metal and Plastic Manufacturing Co., Ltd				Registration Doc. Verified

+ Add another new factory

Factory shall settle payment as required in the payment advice. When ICP confirms the payment is received, the system will send an email to inform the applicant factory along with an official receipt, see figure 17. ICP will then assign an audit firm; the factory process status at this stage shall be “Audit Assigned”, see figure 18.

Figure 17: Email of payment confirmation with official payment receipt enclosed (Eng & Chi)



Dear Sir/Madam,
先生/小姐您好,

This is to confirm that the New Factory Registration Fee was well received. We hereby enclosed the receipt for your reference.
确认已收到贵厂的首次申请注册费, 请查收下方收据。

Should you have any question, please contact us at (852)2111 2462 or asia@icti-care.org. Thanks.
如有任何问题, 欢迎致电(852)2111 2462或电邮至 asia@icti-care.org。谢谢。

ICTI CARE Foundation Asia Limited
ICTI “关爱”基金 - 亚洲

If the receipt below cannot be displayed properly, please login the system from our website to download it at the “Payment” page.
若以下收据部分内容未能显示, 贵厂可从我方网站登入系统, 在“款项”页面下载完整的收据。

2015-05-12

Date:
日期:

Official Receipt
收据

Received from: C020014
兹收到: Shenzhen Booming Business Metal and Plastic Manufacturing Co., Ltd

Total Amount: US\$1,500.00
总金额

Being Paid for: New Factory Registration Fee
以支付: 首次申请注册费

** All fees are non-refundable.
** 所有已缴付之费用皆不予退还

This receipt is valid only if the cheque is successful cleared.
本收据在支票兑现后方为有效


This is computer generated receipt, no signature is required.
本收据经电脑发出, 毋须签名作实

Remark 备注:
已付款

ICTI CARE Foundation Asia Limited
WWW.ICTICARE.ORG


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Figure 18: Process Status is shown as "Audit Assigned"



ICPS

icpuat_fly2@163.com



ICPS / Factory List


Factory ID	Factory Name	Factory Status	Effective Date	Expiry Date	Process Status
C020008	adfasdfasdf				Audit Assigned

When audit firm accepts the audit assigned, the system will issue an email to inform factory the name of the audit firm, and factory can pay the audit fee and arrange for the audit accordingly, see figure 19. The factory process status at this stage shall be "Audit Firm Accepted", see figure 20.

Figure 19: Email informing factory which audit firm is assigned (Eng & Chi)




Figure 20: Process Status will show "Audit Firm Accepted"



ICPS

icpuat_fly2@163.com



ICPS / Factory List

Factory ID	Factory Name	Factory Status	Effective Date	Expiry Date	Process Status
C020008	adfasdfasdf				Audit Firm Accepted

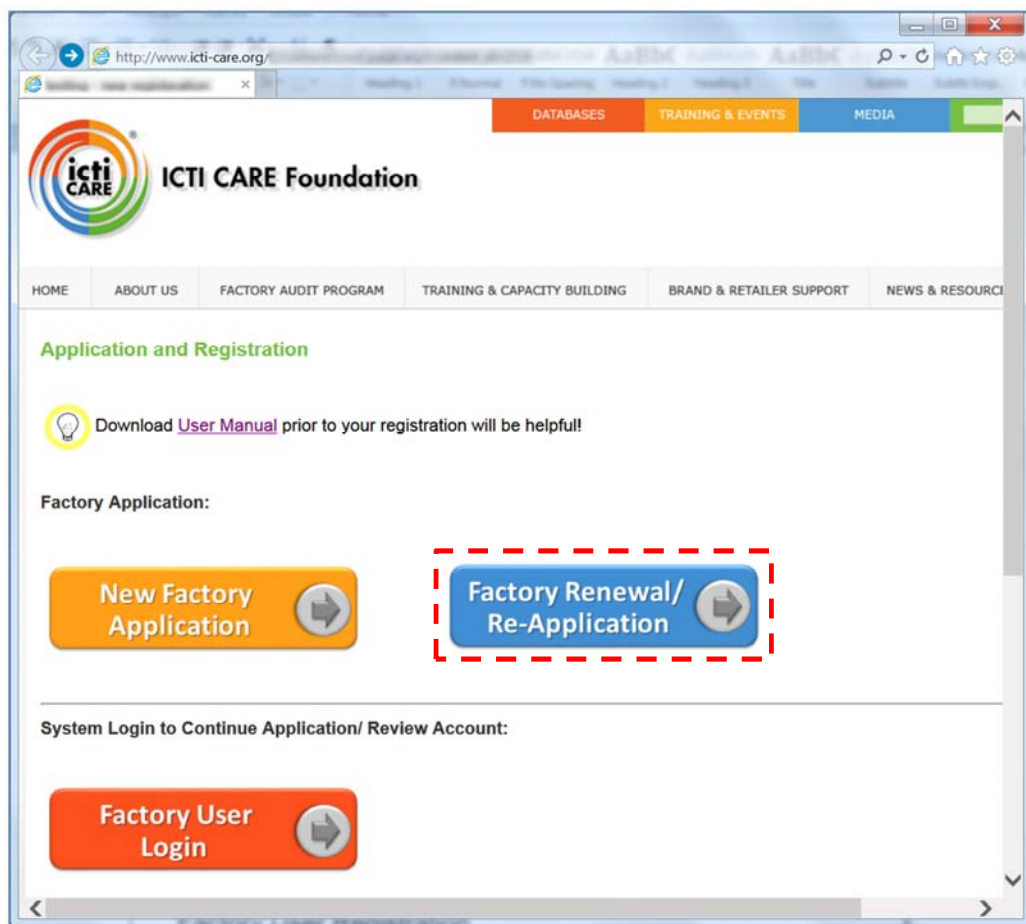
II. Annual Application

1. Initial Login to New System

Since factory information is transferred from the original system to this new one, the original factory user password is no longer valid. The audit firm appointed to conduct the annual audit will inform factory of the user account details.

Go to ICP Website http://www.icti-care.org/e/content/cat_page.asp?cat_id=165, click **"Factory Renewal / Re-Application"** to proceed to the login page, click "Forgot Your Password" to reset password and enter the system. For detailed procedure, please refer to "Forgot Password" in Section 2 under Part III of this user manual.

For regular login going forward, please refer to Section 3 under Part III "Standard Login".

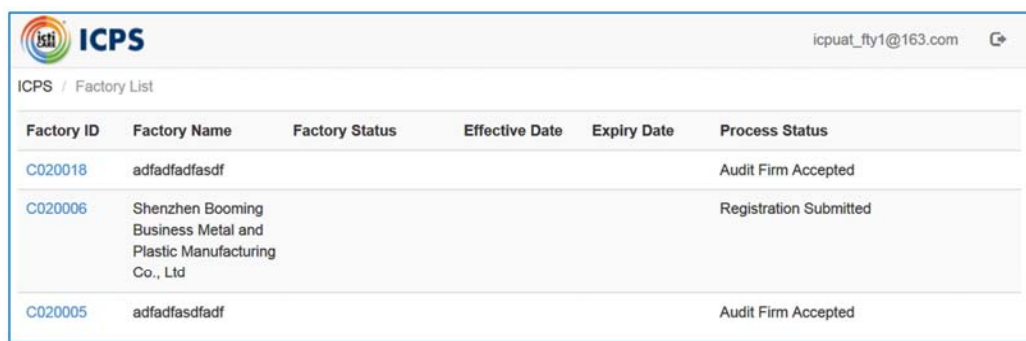


2. Submit Annual Application

After entering the system, user can retrieve and read the factory information details transferred from the old system.

When user has created multi-factories information (the usual case is several factories with ICP seals are owned by the same company group), the system will display the factory list, see figure 21. User has to click the factory ID to enter an individual factory page. If the user has created only one factory, the system will go direct into that factory page.

Figure 21: Multi-factory selection



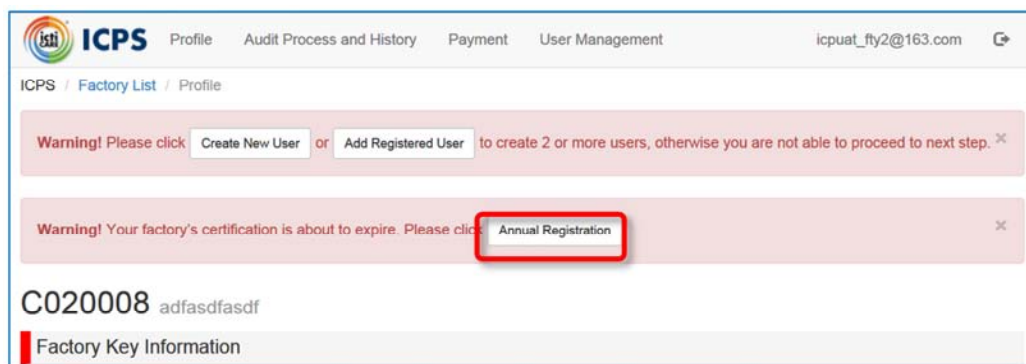
Factory ID	Factory Name	Factory Status	Effective Date	Expiry Date	Process Status
C020018	adfadfasdf				Audit Firm Accepted
C020006	Shenzhen Booming Business Metal and Plastic Manufacturing Co., Ltd				Registration Submitted
C020005	adfadfasdf				Audit Firm Accepted

In 120 days before the seal expiry, an alert will appear on the factory's page. User can then click "Annual Registration" to process the application, see figure 22.

Clicking "Annual Registration" will enable user to amend the factory information if necessary and submit the annual application. For details, please refer to Part I, Section 4 "Submit New Factory Application" in this user manual.

For verification on annual application, please refer to Part I, Section 5 "Application Verification".

Figure 22: "Annual Registration" alert on factory page

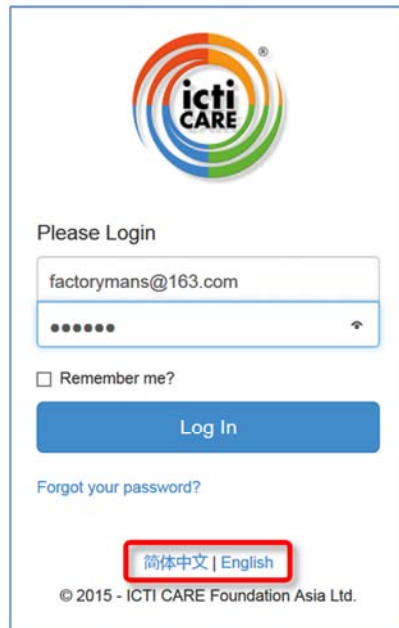


III. Introduction on System Functions

1. Language Selection

Enter the login page and select between “English”/”Chinese Simplified” at the bottom of the page for the language used in the system, see figure 23:

Figure 23: Select the language used in the system

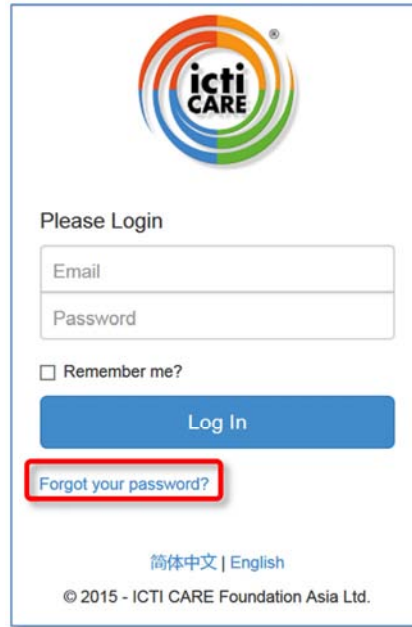


The screenshot shows the login interface of the ICPS Factory system. At the top is the icti CARE logo. Below it, the text "Please Login" is displayed. There are two input fields: the first contains the email address "factorymans@163.com", and the second is a password field with masked characters "••••••". Below the password field is a checkbox labeled "Remember me?". A blue "Log In" button is positioned below the checkbox. Underneath the button is a link that says "Forgot your password?". At the bottom of the form, there is a language selection box with a red border, containing the text "简体中文 | English". The footer of the page reads "© 2015 - ICTI CARE Foundation Asia Ltd."

2. Forgot Password

Click “Forgot your password?” in the login page, see figure 24.

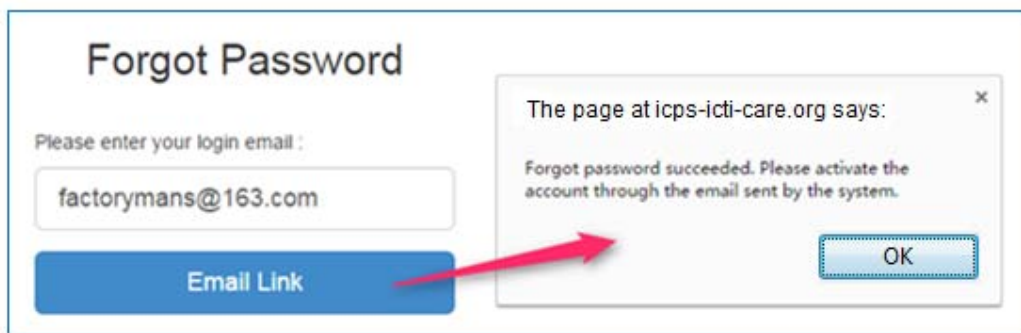
Figure 24: “Forgot password” button



The login page features the icti CARE logo at the top. Below it, the text "Please Login" is displayed. There are two input fields: "Email" and "Password". A checkbox labeled "Remember me?" is located below the password field. A blue "Log In" button is positioned below the checkbox. A red rectangular box highlights the "Forgot your password?" link located below the "Log In" button. At the bottom, there are links for "简体中文 | English" and a copyright notice: "© 2015 - ICTI CARE Foundation Asia Ltd."

Having clicked “Forgot Your Password”, user can fill in the valid registered email address in the pop-up window and click “email link”, see figure 25.

Figure 25: “Forgot Password” Interface



The "Forgot Password" interface shows a text input field with the email "factorymans@163.com" and a blue "Email Link" button. A red arrow points from the "Email Link" button to a pop-up window. The pop-up window has a title bar with a close button (X) and contains the text: "The page at icps-icti-care.org says: Forgot password succeeded. Please activate the account through the email sent by the system." An "OK" button is located at the bottom right of the pop-up window.

If the registered user email address is genuine and valid, the system will send a Reset Password email to the user, see figure 26.

Figure 26: Reset password email



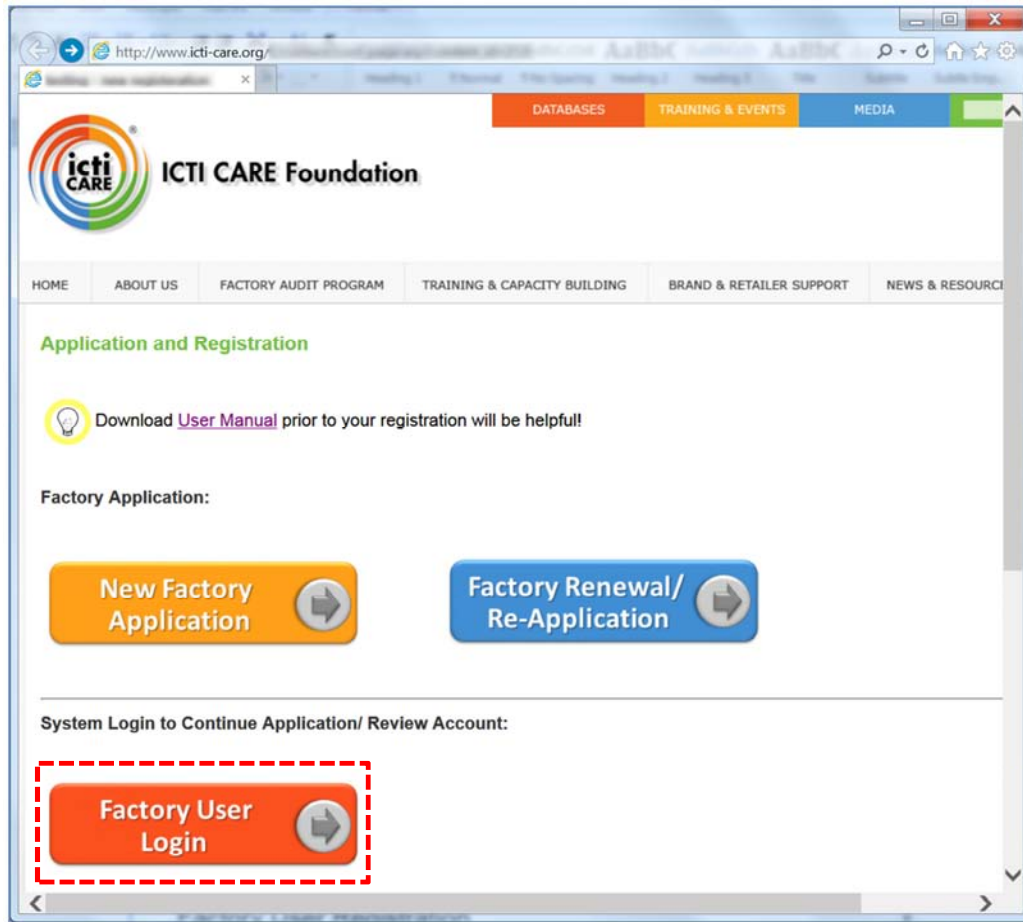
Having clicked the English and Chinese links, user will enter the Reset Password page. Click “Submit” after inputting the new password; then click “OK” in the Reset Password window to complete the process, see figure 27.

Figure 27: Reset Password interface



3. Standard Login

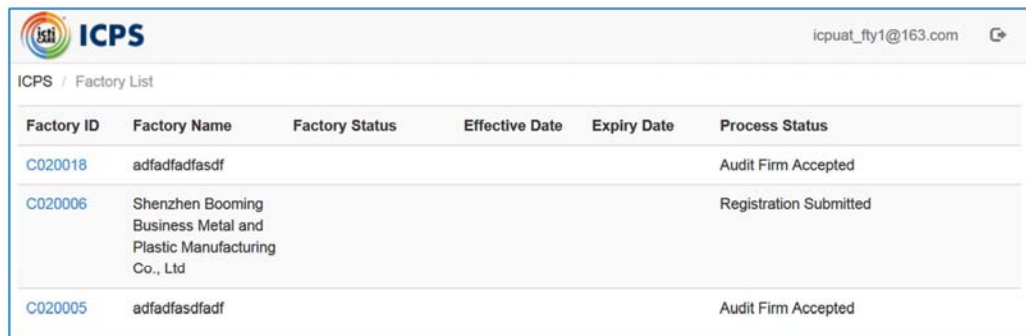
Go to ICP website http://www.icti-care.org/e/content/cat_page.asp?cat_id=165, click **"Factory User Login"** to enter the system.



4. Factory Interface Management

When user has created multi-factories information (the usual case is several factories with ICP seals are owned by the same company group), the system will display the factory list, see figure 28. User has to click the factory ID to enter an individual factory page, see figure 29.

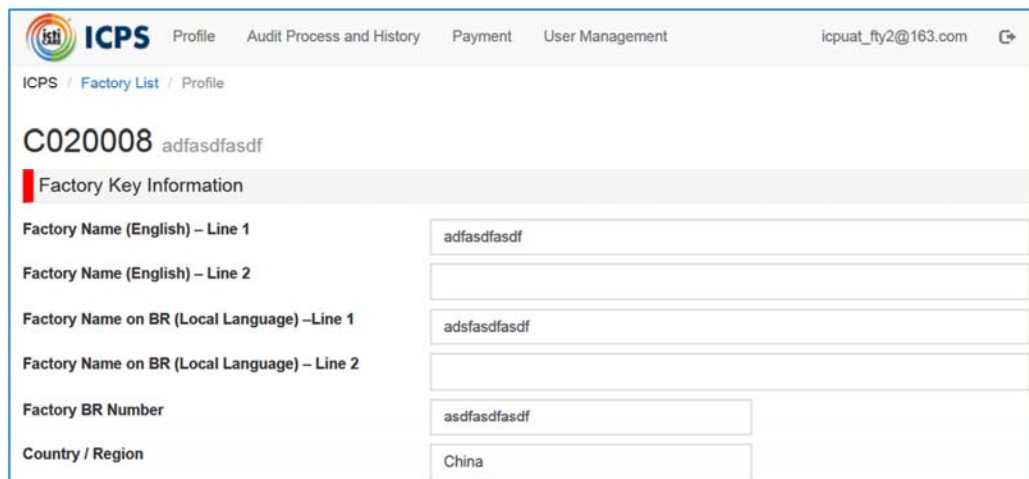
Figure 28: Multi-factories selection



Factory ID	Factory Name	Factory Status	Effective Date	Expiry Date	Process Status
C020018	adfadfasdf				Audit Firm Accepted
C020006	Shenzhen Booming Business Metal and Plastic Manufacturing Co., Ltd				Registration Submitted
C020005	adfadfasdf				Audit Firm Accepted

If user has created only one factory, the system will go direct into that factory page, see figure 29.

Figure 29: Factory page management



ICPS / Factory List / Profile

C020008 adfasdfasdf

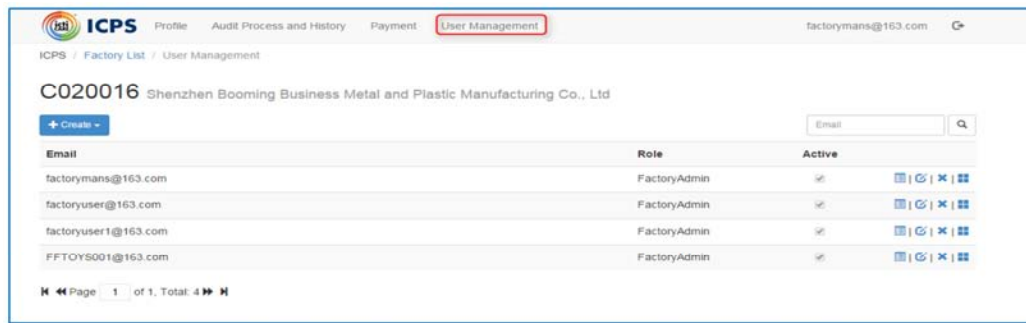
Factory Key Information





Factory Name (English) – Line 1	adfadfasdf
Factory Name (English) – Line 2	
Factory Name on BR (Local Language) –Line 1	adsfasdfasdf
Factory Name on BR (Local Language) – Line 2	
Factory BR Number	asdfasdfasdf
Country / Region	China

5. User Management

Click “User Management” in the factory page and enter the user management interface, see figure 30.

Figure 30: User Management Interface

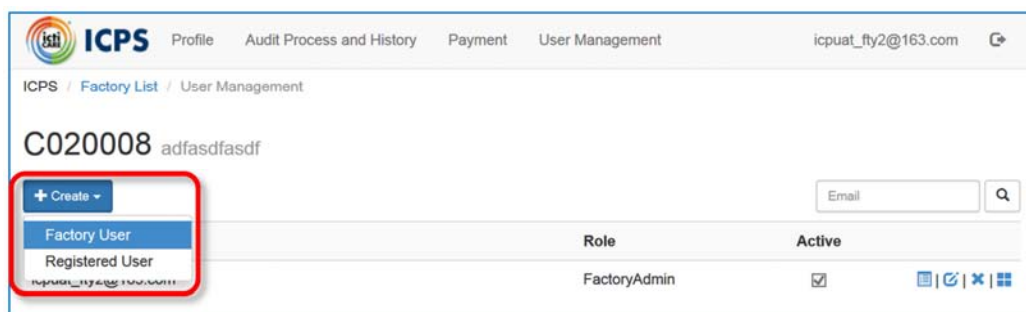


Factory information can be reviewed in this interface, and the factory administrator can use the “create”, “edit”, “delete” functions, etc. The function buttons are     : “View Details”, “Edit”, “Remove User” and “Change Password” respectively.

The factory administrator can also create new factory user under the same factory name, see figure 31. The methods include:

- 1) Create Factory User--- create new user who has not registered in the system;
- 2) Create Registered User---add user who already registered in the system, e.g. user of other factory under the same company group.

Figure 31: Create factory user



- It must be ensured that at least 2 users or more of the same factory should be registered in the system (a maximum of 4 users is allowed to be created under the same factory name), so as to avoid being unable to enter the system if the single user resigns.

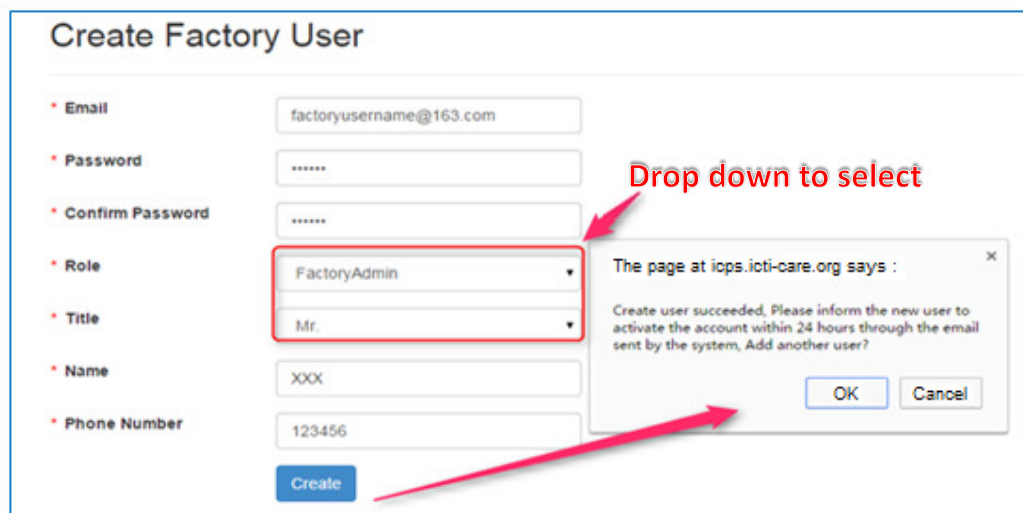
ICPS Factory User Manual

Ver: 01

- User must register with a valid email address, which will be automatically set as the user name of the account. Do NOT use email address that you are unable to access; otherwise, you may not be able to receive important messages such as account activation, password reset, system notifications, etc.
- Please be ensured of the factory user identity before you create a user account in the system. Do NOT register untrusty user. User must also register with a corporate email address. If personal address is used, factory will have to delete the user that has resigned from the company/factory so to protect your factory from information leakage.

1) Create Factory User: The procedures are shown in figure 32 below.

Figure 32 : Create factory user



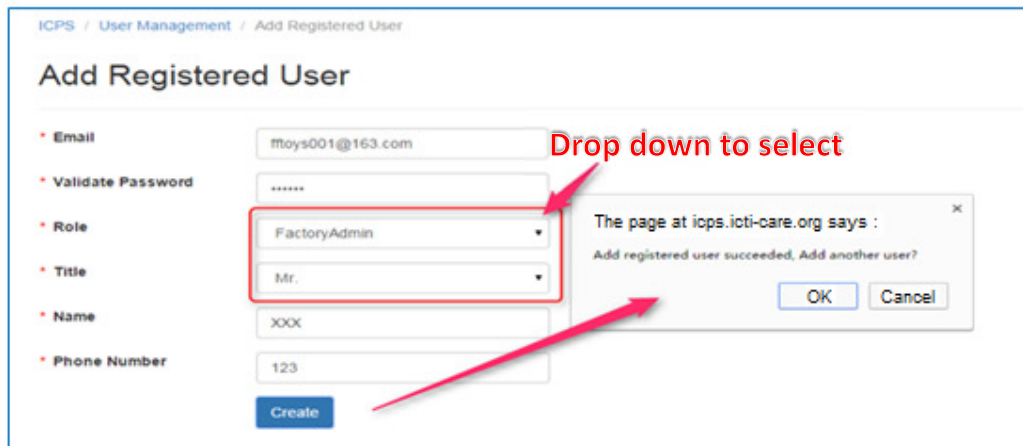
The screenshot shows the 'Create Factory User' form with the following fields: Email (factoryusername@163.com), Password (masked with dots), Confirm Password (masked with dots), Role (FactoryAdmin), Title (Mr.), Name (XXX), and Phone Number (123456). A red box highlights the Role and Title dropdown menus, with a red arrow pointing to them and the text 'Drop down to select'. A blue 'Create' button is at the bottom left. A success message dialog is open on the right, stating: 'The page at icps.icti-care.org says : Create user succeeded, Please inform the new user to activate the account within 24 hours through the email sent by the system, Add another user?'. The dialog has 'OK' and 'Cancel' buttons. A red arrow points from the 'Create' button to the dialog.

The new user has to activate the account. Please refer to Part I, Section 2 “New User Activation” for the detailed activation procedure.

To enable the new user to log into the system after activation, factory administrator should inform the new user the password created.

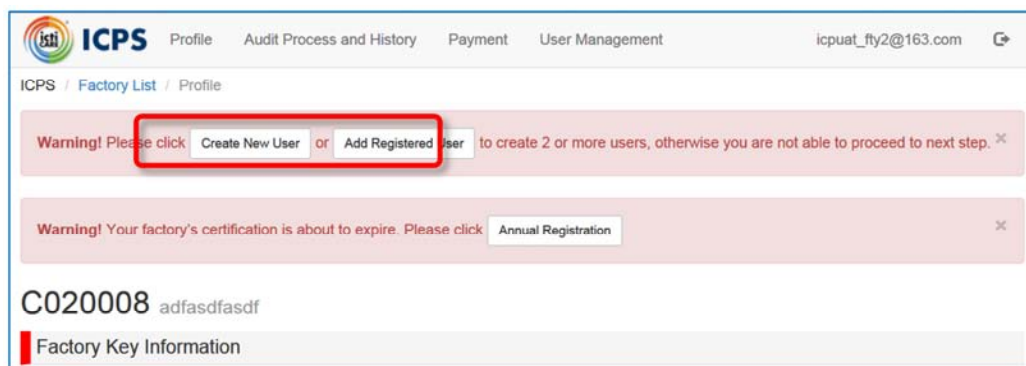
2) Create Registered User: The procedures are shown in figure 33 below. The creation of registered user should be authorized by that user so as to obtain his/her login email address and password.

Figure 33: Add Registered User



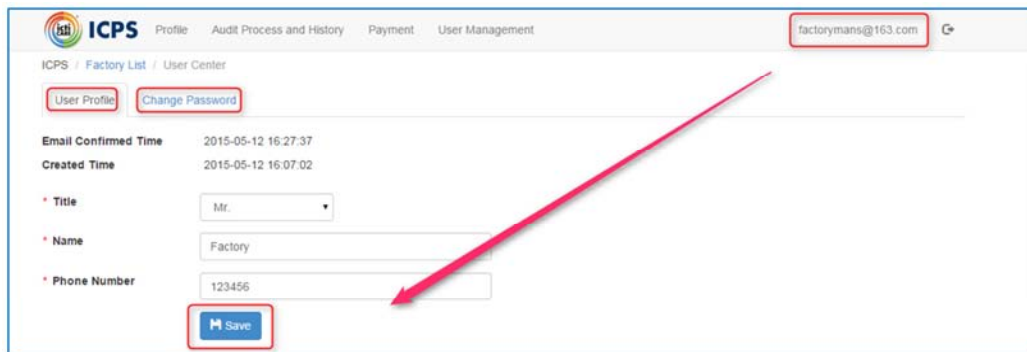
If only one user of the factory is registered, for each time the user enter the factory management interface, there will be a warning message of adding user, see figure 34. The factory administrator can click the buttons available to add other users. Please refer to section 5 above on “Create Factory User” and “Add Registered User” for the detail procedures.

Figure 34: Reminder for factory with only one user



Having clicked the user name at the top right corner on the system interface, the basic user information and password can be amended, see figure 35.

Figure 35: Amend basic user information



The screenshot displays the 'User Management' section of the ICPS Factory application. The top navigation bar includes 'Profile', 'Audit Process and History', 'Payment', and 'User Management'. The user's email, 'factorymans@163.com', is shown in the top right. The 'User Center' section contains two tabs: 'User Profile' (selected) and 'Change Password'. The 'User Profile' form includes the following fields:

- Email Confirmed Time:** 2015-05-12 16:27:37
- Created Time:** 2015-05-12 16:07:02
- Title:** A dropdown menu with 'Mr.' selected.
- Name:** A text input field containing 'Factory'.
- Phone Number:** A text input field containing '123456'.
- Save:** A blue button with a white 'Save' label.

A red arrow points from the 'factorymans@163.com' email address to the 'Phone Number' field, indicating the user is editing their profile.

6. Payment


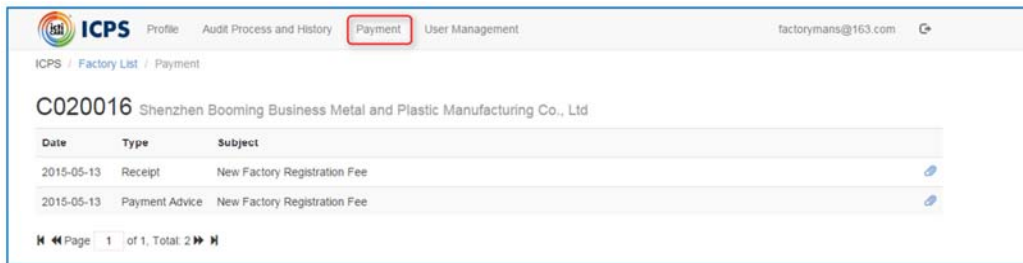


To review the payment record between factory and ICP (including payment advice and payment receipt), user can click “Payment” on the factory management interface, see figure 36. To download payment advice or receipt, please click the  button.

Figure 36: Payment record



The screenshot shows the ICPS web interface. At the top, there is a navigation bar with the ICPS logo and several tabs: Profile, Audit Process and History, Payment (which is highlighted with a red box), and User Management. The user's email, factorymans@163.com, is displayed on the right. Below the navigation bar, the breadcrumb trail reads 'ICPS / Factory List / Payment'. The main content area displays the factory ID 'C020016' and the name 'Shenzhen Booming Business Metal and Plastic Manufacturing Co., Ltd'. Below this, there is a table with three columns: Date, Type, and Subject. The table contains two rows of data, both dated 2015-05-13. The first row is a 'Receipt' for 'New Factory Registration Fee', and the second row is a 'Payment Advice' for the same fee. Each row has a download icon (a blue paperclip) to its right. At the bottom of the table, there is a pagination control showing 'Page 1 of 1, Total: 2'.

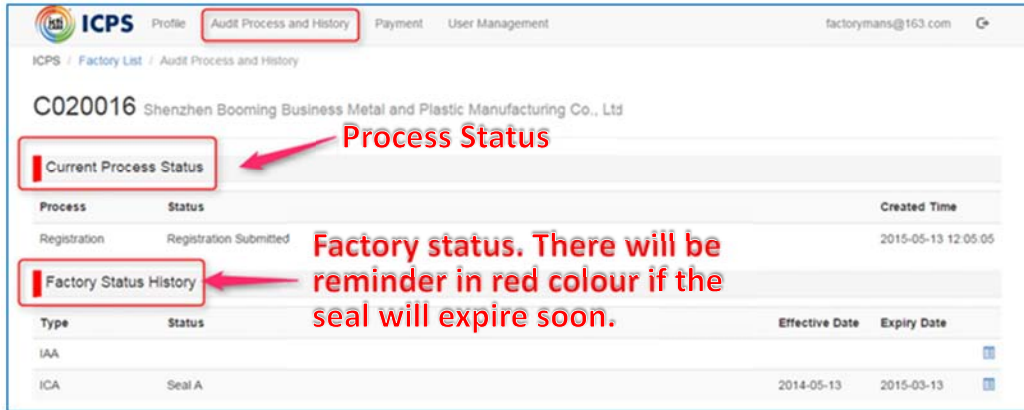
Date	Type	Subject	
2015-05-13	Receipt	New Factory Registration Fee	
2015-05-13	Payment Advice	New Factory Registration Fee	

Page 1 of 1, Total: 2

7. Audit Process and History

Having clicked “Audit Process and History” button on the factory management interface, user will enter into the audit process and history page to review status of factory application, initial registration audit/initial annual audit status, factory/seal status (effective date and expiry date), see figure 37.

Figure 37: Audit Process and History



The screenshot displays the 'Audit Process and History' page for factory C020016, Shenzhen Booming Business Metal and Plastic Manufacturing Co., Ltd. The page is divided into two main sections: 'Current Process Status' and 'Factory Status History'.

Current Process Status: This section shows a table with the following data:

Process	Status	Created Time
Registration	Registration Submitted	2015-05-13 12:05:05

Factory Status History: This section shows a table with the following data:

Type	Status	Effective Date	Expiry Date
IAA			
ICA	Seal A	2014-05-13	2015-03-13

Red annotations on the screenshot indicate that the 'Process Status' and 'Factory status' sections will display a red reminder if a seal is expiring soon.

8. Logout System


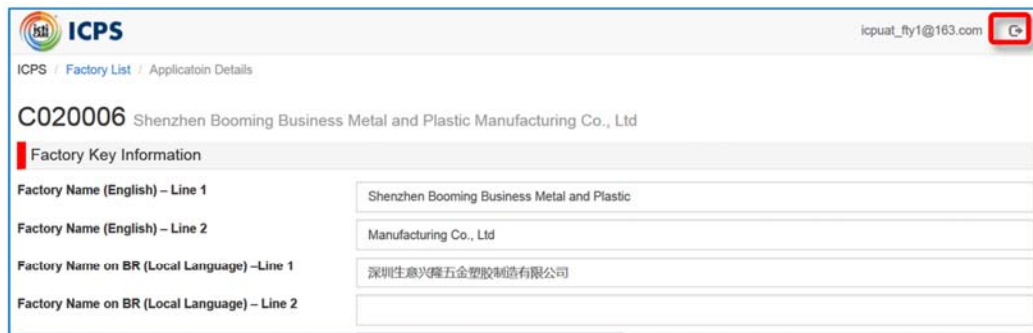
To safeguard user account and factory information, the system will log out automatically in 90 minutes. User is advised to click  to logout the system when leaving the operation, see figure 38.

Figure 38: Log out ICP system



The screenshot shows the ICPS Factory User Manual interface. At the top right, the user's email address 'icpuat_fly1@163.com' is displayed next to a red square button with a white logout icon. Below the header, the breadcrumb trail reads 'ICPS / Factory List / Application Details'. The main content area displays the factory ID 'C020006' and the name 'Shenzhen Booming Business Metal and Plastic Manufacturing Co., Ltd'. Under the 'Factory Key Information' section, there are four input fields for the factory name in English and Chinese, with the first three fields containing text.

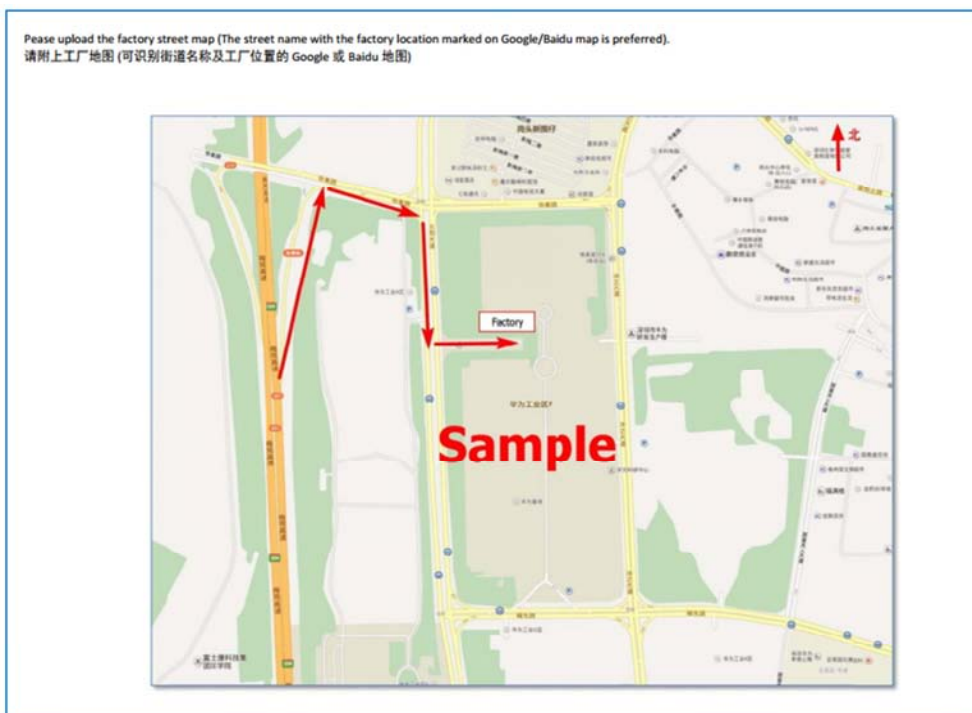
Factory Key Information	
Factory Name (English) – Line 1	Shenzhen Booming Business Metal and Plastic
Factory Name (English) – Line 2	Manufacturing Co., Ltd
Factory Name on BR (Local Language) – Line 1	深圳生意兴隆五金塑胶制造有限公司
Factory Name on BR (Local Language) – Line 2	

IV. Template of Documents Required

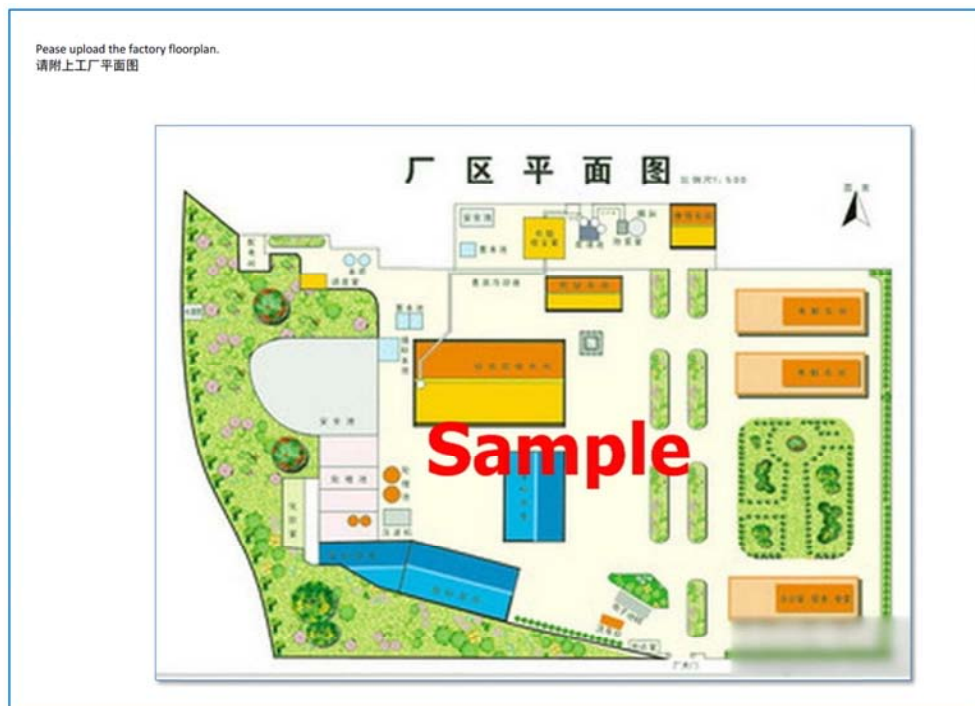
1. Factory Business License



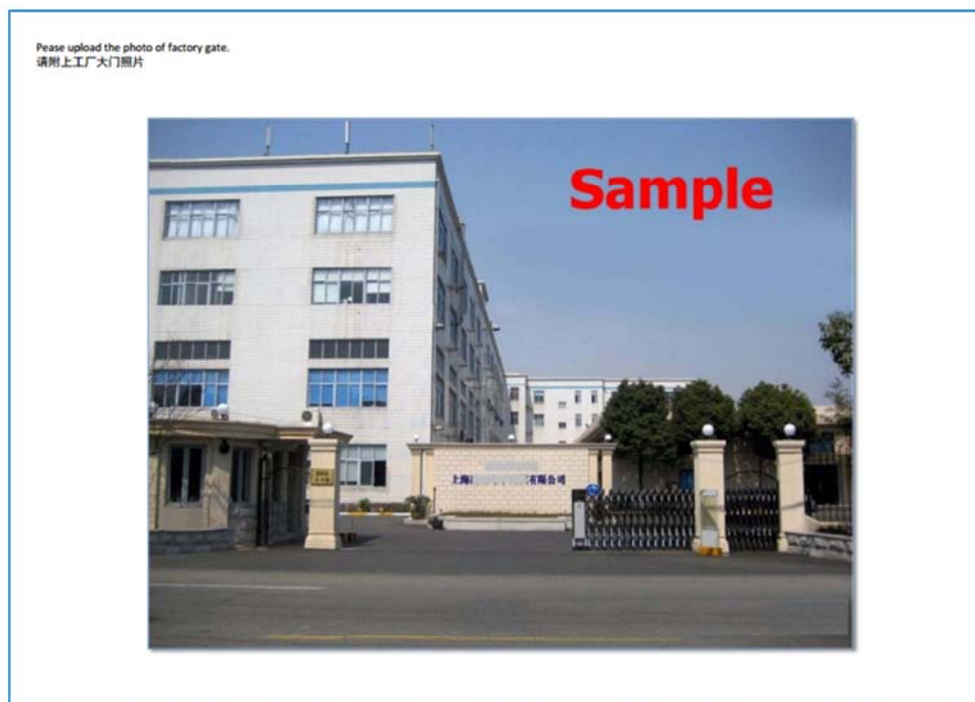
2. Factory Map



3. Factory Floor Plan



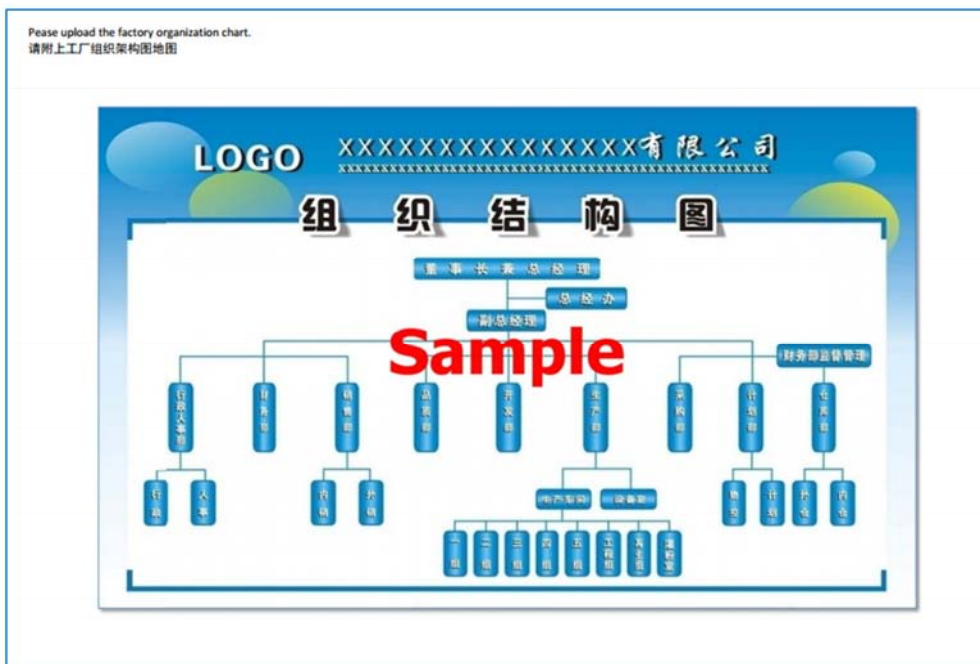
4. Image of Factory Main Gate



5. Image of Factory Main Building



6. Factory Organization Chart



ICPS Factory User Manual

7. Certificate of Industrial Building

Please upload the copies of the Property Ownership Certificate, the Land Use Certificate, the Final Acceptance of Construction, the Fire Prevention Inspection Certificate or other similar Government documents that could confirm the buildings occupied by factory is for the use of manufacturing only.
请附上房地产权证、国有土地使用证、建筑工程竣工验收证书、建筑工程消防验收意见书或其他政府文件，以证明工厂建筑仅供工业用途使用

1

2

3

4

5

Sample

8. Important Document to Be Signed

ICTI CARE Foundation

ICTI CARE Foundation Asia Limited
WWW.ICTI-CARE.ORG

Important Documents to be signed 需签署的重要文件

ICP-LTF16 Ver.02 (CE)

This is to confirm that I have read, have fully understood and do accept all of the conditions below in connection with our factory's entry into the compliance program with the International Council of Toy Industries' Code of Business Practices ("ICTI CARE Process Audit"). I have made enquiries with the directors and senior executives of the factory and we hereby confirm that to the best of our knowledge and belief the following:

本人谨此确认已详阅、完全明白并接受有关本工厂在国际玩具工业理事会商业行为守则(国际玩具工业理事会“关爱”程序审核)下的所有规定。本人已向工厂最高领导层及高级主管，并谨此声明我方已阅读并同意以下所列之重要文件：

- **Transparency Declaration 透明声明** ICP-LTF15 Ver.02 (CE)
- **Integrity Declaration 反贿赂声明** ICP-LTF04 Ver.02 (CE)
- **Terms and Conditions 条款与细则** ICP-TC Ver.04 (CE)
- **Important Message 重要信息** ICP-LTF01 Ver.06 (CE)
- **Policy on Multi-Factories 一区多厂政策** ICP-P10 Ver.01 (CE)

Please visit our website for more info in English and Chinese 请浏览我司官方网站以获取更多中英文信息

Training Course Schedule 培训安排 http://www.icti-care.org/e/content/cat_page.asp?cat_id=168

Latest News & Information 最新资讯 http://www.icti-care.org/e/content/cat_page.asp?cat_id=177

Policies & Announcements 新政策/声明 http://www.icti-care.org/e/content/cat_page.asp?cat_id=194

Protocol Handbook (2013 Version) 审核规范手册 http://www.icti-care.org/e/content/cat_page.asp?cat_id=297

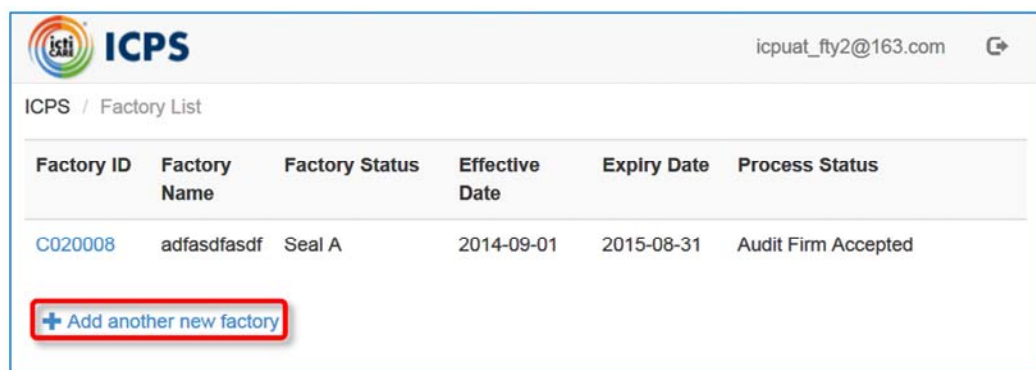
Factory Name (in English) 工厂名称(英文)	
Factory Name (in Local Language) 工厂名称(本地语言)	
ICP Seal Number (if any) 证书编号(如有)	
Name of Factory Authorized Signatory 工厂授权签署代表/管理层姓名	
Position of Signatory 签署人职位	
Signature of Authorized Signatory 授权代表签署	
Date 日期	
Company Chop of Applicant 申请工厂之公司印章	

Room 518, Star House, 3 Salisbury Road, Tsimshatsui, Kowloon, Hong Kong
Tel: (852) 2111-2462 Fax: (852) 2111-2126 Email: asia@icti-care.org

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V. Frequently Asked Questions & Answers

- Q1: The user already input a valid email address for registration, but the system said the address is already registered and ask the user to input another one. What should the user do?
- A1: This explains that the email address is already registered in the system and cannot be used for re-registration. If the email address pertains to the user, the user can reset password by using “Forgot your Password?” function. For detail procedure, please refer to Part III, Section 2 “Forgot Password”.
- Q2: The user has registered successfully but fails to login the system where the error message said “Incorrect user name and password”. The user tries to use the Forgot Password function to reset password, but the email address does not exist. What is the reason and what should the user do?
- A2: This scenario may result from:
A) The new registered user has activated successfully but fails to submit new factory application within 30 days;
B) The user resigned and the account is removed by the factory administrator.
- Q3: If a company group that has more than one factory applying for ICP, how to handle applications from more than one factory at the same time?
- A3: User can add the new factory to the ICP system by using the “+Add another new factory” function on the factory list interface. For further procedure, please refer to Part I, Section 4 “Submit New Factory Application”.

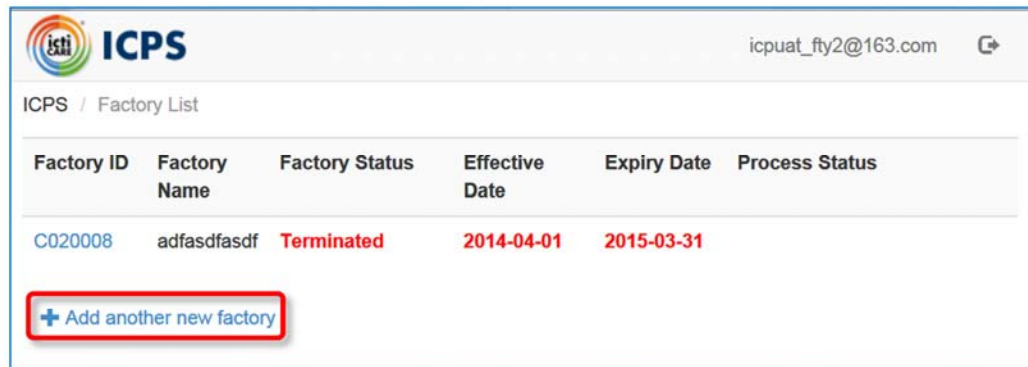


ICPS Factory User Manual

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Q4: A factory's termination period has come to an end, how to process the factory's re-application?

A4: The situation is similar to question 3 above. User can add new factory to the ICP system by using the "+Add another new factory" function on the factory list interface. For further procedure, please refer to Part I, Section 4 "Submit New Factory Application".



Q5: If all registered users of a factory in ICP no longer work for that factory, and no one of the factory can obtain the system login information, what should the factory do?

A5: It is crucial to register ICP with a valid corporate email address, and this should be emphasized to every user. It also has to be ensured that there should be at least 2 valid users of the factory. Whenever there is user resigning from the factory, the factory administrator should remove the user account immediately and add another new user at the same time. Factory should contact ICP on a timely manner if it cannot login the system due to issues relating to user account management or personnel resignation. ICP will then inform the System Provider to specifically create a new user for the factory, in which would be subject to extra charges.